

# Personnel Hilites

Fall Edition/2003

Published by the Personnel and Security Directorate

## Inside...

APEX Program Update .....	<a href="#">2</a>
2003 Ethics Training Schedule .....	<a href="#">3</a>
DoD Kicks Off Its 2003 CFC .....	<a href="#">4</a>
FEHB Open Season .....	<a href="#">5</a>
DLAMP Update .....	<a href="#">6</a>
"Use It or Lose It" Leave .....	<a href="#">7</a>
Business Essentials Program .....	<a href="#">8</a>
Disability Awards Ceremony .....	<a href="#">9</a>
Flexible Spending Accounts .....	<a href="#">10</a>
FEEA Emergency Loan Program ...	<a href="#">11</a>
TSP Open Season .....	<a href="#">12</a>
Post '56 Military Deposit .....	<a href="#">13</a>
P&SD's Goes National .....	<a href="#">14</a>
Pentagon Memorial Project .....	<a href="#">15</a>
Proof of Employment/Income .....	<a href="#">17</a>
myPay .....	<a href="#">20</a>

### HOW TO ACCESS

Personnel Hilites is a quarterly publication. It's available online at <http://persec.whs.mil/hilites/>

### SUBMISSIONS

The deadline for submitting articles for the Winter edition of *Personnel Hilites* is December 15, 2003.

### INFORMATION

The editor, Rita Rutsohn, can be reached at [rutsor@psd.whs.mil](mailto:rutsor@psd.whs.mil) or at 703/617-7916. The newsletter's layout and production is done by E.S. Illustration & Design, Inc., Arlington, VA, 703/486-3885 or at [es301b@aol.com](mailto:es301b@aol.com).

## Absentee Voting for Military and Overseas Citizens

As activity picks up for the 2004 election year, the Federal Voting Assistance Program (FVAP) is working hard to ensure that citizens covered by the *Uniformed and Overseas Citizens Absentee Voting Act* (UOCAVA) are able to exercise their Constitutional right to vote. The UOCAVA requires that states and territories allow members of the U.S. Uniformed Services, their family members, and U.S. citizens residing outside the U.S. to register and to vote absentee in elections for Federal offices. These absentee voters face time, distance, and mobility barriers unique to their employment or geographic location.

The by-mail absentee voting process for military members has had Department of Defense oversight since 1955. The process is very simple—the citizen mails in the Federal Post Card Application form, which requests both registration and a ballot, to his/her state; the local election official, after approving the application, sends a ballot to the citizen; and finally, the citizen votes and returns

*Continued on page 2*



## Confidential Financial Disclosure Reports Due: October 31, 2003

Are you a Confidential Financial Disclosure Filer? Under the Ethics in Government Act (5 U.S.C. Appendix 4), certain personnel in the Department of Defense (DoD) are required to file a Confidential Financial Disclosure Report (OGE Form 450) because of their position. Check with your Admin Officer to determine whether you meet the "confidential filer" legal criteria. If you served in DoD for more than 60 days in FY03 (which ended September 30, 2003), and are serving in a "covered position," you must file an OGE Form 450 by October 31.

If eligible, you should file the OGE Form 450A. This is a one-page certification that indicates your duties and financial interests haven't changed since you last filed a Financial Disclosure Report. To be eligible to file this form, you must be performing the same job with substantially the same duties as you did a year ago, and you may have no new financial interests to report in any of the five

*Continued on page 3*

Continued from page 1

the ballot to be counted. During Operation Desert Shield/Storm, FVAP worked with the states to allow for the faxing of ballot requests, blank ballots, and voted ballots for the servicemen/women stationed in the Persian Gulf. There are now 48 states that allow some part of the absentee voting process to be completed by fax.

To further maximize access to the polls for our absentee voters, FVAP, in conjunction with several states and counties, explored additional alternatives by conducting the *2000 Voting Over the Internet (VOI)* project. The VOI project was the first time votes for the President and other offices were cast over the Internet and counted in a general election. The success of the VOI project was recognized at the Excellence in Government Award ceremony sponsored by the Chief Information Officer Council, the Industry Advisory Council, and E-Gov.

As a follow-up to the success of the VOI project, FVAP is conducting another Internet voter registration/voting demonstration for the 2004 election. This Congressionally mandated project is called the *Secure Electronic Registration and Voting Experiment (SERVE)*. Thousands of absentee uniformed services personnel, their dependents, and overseas U.S. citizens will have the opportunity to register to vote and cast their ballots from any Windows-based computer with Internet access, anywhere in the world. To learn more about *SERVE*, go to [www.serveusa.gov](http://www.serveusa.gov). If you know any citizens covered by the *UOCAVA*, let them know that they can access voting information by connecting to the FVAP website, [www.fvap.gov](http://www.fvap.gov), or calling the FVAP's Voting Information Center at 1-800-438-VOTE (8683), toll-free from over 50 countries worldwide.



## DoD SES APEX Orientation Program

On September 15, 2003, the WHS/Real Estate and Facilities Contracting Office awarded a 5-year contract to Booz, Allen and Hamilton, McLean, VA, to conduct the DoD SES APEX Orientation Programs. The technical evaluation team that rated the proposals included former APEX graduates and representatives from diverse Component agencies. The next APEX programs are planned for spring and fall 2004; dates are now being considered. For new DoD SES members, APEX is the premier program for gaining exposure to the concepts of jointness, DoD transformation, and relevant field experiences in order to work productively in a joint service environment.

*If you have questions about APEX, call Carol Codori, Deputy Director, P&SD/Human Resource Development Division, 703/617-7177.*

## Personnel and Security Directorate Kicks Off CFC 2003



It's that time of year, and "You've Got the Power to Help!" The P&SD will hold two events to kick off the 2003 Combined Federal Campaign (CFC). Directorate Co-Campaign Managers, Bruce

Tweedie and Pat Stewart, invite Directorate employees to attend one of two CFC events sponsored by Director, Jan Thompson, and Deputy Director, Chris Koehle. The first event will be held on Friday, October 17, at 11 a.m., Rosslyn Plaza North, 14<sup>th</sup> Floor Training Room. On Tuesday, October 21, the AMC Building will be the site of the second event. It will be held in Training Room B starting at 11 a.m. Each event will feature guest speakers, refreshments, and door prizes. For more information about the CFC, go to [www.cfcnca.org](http://www.cfcnca.org).

## 2003 Ethics Training Schedule

This year, every DoD officer and employee who files a Public Financial Disclosure Report (SF 278) or a Confidential Financial Disclosure Report (OGE Form 450) must complete ethics training **no later than December 31**.

The DoD Standards of Conduct Office (SOCO) has made ethics training easier as well as more interesting and relevant to your official duties. This year's training will focus on "official travel"—everything from upgrades on commercial aircraft, use of military aircraft, bumping, use of rental cars, and travel card issues.

You can train online from your office, home, or Internet cafe by going to the SOCO web site. It's requested that you complete your training during regular business hours so that an Ethics Official is available to answer your questions. Online ethics training has been offered the last four years and has received overwhelmingly positive responses. To train online, go to [http://www.defenselink.mil/dodgc/defense\\_ethics](http://www.defenselink.mil/dodgc/defense_ethics). When you're at the site, look for "2003 OnLine Ethics Training" on the left-hand side. Just click on it and begin. At the end of the training, if you're assigned to OSD or JCS, you'll need to complete a certification email to receive credit for this year's training. If you're assigned to another organization, print out the certificate of completion and forward it to your Admin Officer. **Note:** The training is interactive and will take up to an

hour, depending upon how many times you answer incorrectly.

If you prefer the standard lecture format, and are assigned to OSD or JCS, you can attend an in-person ethics briefing. Your Admin Officer can give you the dates, times, and

places for these briefings. To reserve a seat for one of the briefings or if you have questions, contact Marjorie Bruce, SOCO, 703/697-5305.

**Remember:** Ethics training must be completed by December 31, 2003.

*Continued from page 1*

reporting categories. For example, if your spouse changed jobs, or you purchased or sold stocks, or you assumed new duties, you may not use this form. Also, you must attach a copy of your last OGE Form 450 to the OGE Form 450A before giving it to your supervisor for review.

If you must complete the OGE Form 450, you should use the computer-generated form, available online. By using this form, and saving it for subsequent years, you'll substantially reduce your filing time and effort. In the future, you'll merely indicate changes in your financial interests, and you're finished.

The OGE Form 450 is available on the Standards of Conduct website at [http://www.defenselink.mil/dodgc/defense\\_ethics/](http://www.defenselink.mil/dodgc/defense_ethics/). Go to the "Ethics Resource Library" and then "Forms." Microsoft Excel software is required. Because the Office of Government Ethics hasn't authorized electronic filing, you're required to print out your report and submit it in "hard copy" to your supervisor. Whether you complete the report online or on paper, save it in some form for reference next year.

*If you have any questions, please contact your Admin Officer or your Ethics Counselor. (OSD personnel should call the DoD Standards of Conduct Office, 703/695-3272, and WHS personnel should call the WHS General Counsel, 703/693-7374.)*



## DoD Kicks Off Its 2003 Combined Federal Campaign— “You’ve Got the Power to Help”

The Honorable Paul D. Wolfowitz, Deputy Secretary of Defense, hosted the 2003 Department of Defense (DoD), Combined Federal Campaign (CFC) kick off for the National Capital Area (NCA) on September 23, at the Pentagon. Ray DuBois, Director of Administration and Management and the Director of Washington Headquarters Services presided over the ceremony and helped hand out the monetary goal placards to representatives of the 23 DoD organizations who attended the ceremony.

Special guests included Albert Brill, Director, CFC/NCA; Brig Gen (USAF, Ret) Wilma Vaught, President, Women in Military Service for America Memorial Foundation, Inc.; Mara Paternoster, Director, CFC Operations, Office of Personnel Management; Jim Laychak, President, Pentagon Memorial Foundation, Inc.; and Alan Wallace, Fort Myer Firefighter, who was among the first responders on the scene at the Pentagon on September 11. Other attendees included senior-level CFC

Chairs, Vice Chairs, and Managers from the services, Joint Staff and Component agencies. The keynote speaker was Wilhelmina Rolark, who told the audience, “This campaign will never be a success without you. It’s up to you. You are the people who inspire us.” Ms. Rolark is President and CEO of the United Black Fund, a nonprofit body that gives grants and emergency funding to community-based organizations.

*Continued on page 5*



*Pictured l. to r. back row: Valerie Pietro, Loaned Executive; Jane Bryant, Loaned Executive; Brig Gen (USAF, Ret) Wilma Vaught, President, Women in Military Service for America Memorial Foundation, Inc.; Jim Laychak, President, Pentagon Memorial Foundation, Inc.; Paul D. Wolfowitz, Deputy Secretary of Defense and Vice Chair, CFC/NCA; Albert Brill, Director, CFC/NCA; Mara Paternoster (partially obscured), Director, CFC Operations, Office of Personnel Management; and Ray DuBois, Director of Administration and Management and Director, Washington Headquarters Services. Front row, l. to r.: Caroline Craig, Loaned Executive; Wilhelmina Rolark, President and CEO, United Black Fund, Inc. (seated); Bonnie Ingalls, Loaned Executive; and Ken Fortner, Loaned Executive. (Photo by SFC Doug Sample, American Forces Press Service.)*

Continued from page 4

In 2002, CFC/NCA raised \$48 million in contributions from about 160,000 Federal employees. DoD agencies raised over \$12 million beating its \$11.3 million goal. The goal this year is to raise more than \$11.5 million. Mr. DuBois said that this year's goal is an "aggressive one," but he added that, "given last year's performance, we could expect to exceed it." The focus of the 2003 CFC is to bring the campaign's message, "You've Got the Power to Help," to all DoD employees. The CFC offers employees an easy and efficient way to assist those in need by making contributions through cash, check or payroll pledge. Last year, the average donor gift was \$240. The Pentagon Memorial Foundation, Inc. will be one of over 3,000 deserving charities that employees may select to receive their CFC contributions.

This year, *Global Impact* is managing the local CFC/NCA campaign. *Global Impact* is an Alexandria-based non-profit group that has been administering the CFC-Overseas (for military installations) for over seven years. The Local Federal Coordinating Committee that acts as the "board of directors" over the local campaign selected *Global Impact* after an exhaustive selection process. This is the first time the local CFC/NCA is not being administered by the United Way. The DoD 2003 campaign began on September 15 and runs through December 15, 2003.

**Note:** *The above article represents information provided by SFC Doug Sample, American Forces Press Service, and Mary Lou Bogden, Special Programs Manager, WHS/Voluntary Campaign Management Office.*

## Open Season – Federal Employees Health Benefits (FEHB)

The *Open Season* dates for the annual FEHB are **November 10 through December 8, 2003.** Review

your current health coverage during this time period to determine if you have maximum coverage to meet your personal needs. During *Open Season*, all eligible employees may elect coverage, change plans and/or options within plans. All actions taken during *Open Season* will be effective the first full pay period in January 2004. During *Open Season*, you may also make new decisions regarding your Premium Conversion.

*Open Season* information will be available online at <http://persec.whs.mil/hrsc/index.html>. Once you're in the site, click on *Benefits Information*. From this point, you'll be able to access the FEHB Plan brochures online. As FEHB carriers make their printed brochures available, you'll be able to get these materials from your Admin Office, the Customer Support Operation Office (CSOO), the Customer Service Units (CSU), and the Human Resource Services Center (HRSC). In addition, FEHB changes can be made through the HRSC Benefits Call Center at 703/617-7382 or by using the website above.



*One of many patriotic pumpkins painted by Shelya White to benefit the Pentagon Memorial Fund*

## DLAMP Update

# Defense Leadership and Management Program

As of October 1, 2003, Washington Headquarters Services (WHS) became the Fourth Estate's Administrative Agent for the Defense Leadership and Management Program (DLAMP). Since the program's inception in 1997, the Defense Finance and Accounting Service (DFAS) had this role. The Fourth Estate includes all Defense components except the Military Departments and some Intelligence agencies.

As DLAMP's Administrative Agent, the WHS/Personnel and Security Directorate will be responsible for all DLAMP activities affecting the current program participants from the Fourth Estate. The P&SD staff in the Human Resources Development (HRD) division will directly manage the program and ensure that a smooth DFAS to WHS transition occurs.

DLAMP is a comprehensive Department-wide "joint" civilian training, education, and development program to prepare the Defense Department's future civilian leaders. Graduate level courses and Professional Military Education (PME) form the program's core. There are 1,301 active DLAMP participants and 200 are from the Fourth Estate. For current information about DLAMP, go to <http://www.cpms.osd.mil/dlamp/>.

In its Administrative Agent role, one of P&SD's primary goals is to improve communications among all the DLAMP stakeholders. P&SD wants to make certain that all current Fourth Estate participants are kept informed



of the program's opportunities and everything else that's critical. For example,

- The FY04 competition for the David O. "Doc" Cooke Fellowships is now open. These fellowships will give up to 100 DLAMP participants the chance to study toward a master's degree on a full-time basis. **Note:** This opportunity is available only to active DLAMP participants who do not already possess an advanced degree.
- Professional Military Education (PME) applications are now due for the Fourth Estate participants. PME participants receive training in leadership and the "joint" service environment from their national security policy and decision-making studies. Resident/nonresident (on line) senior-level PME is available through competitive selection at the National War College, the Industrial College of the Armed Forces, the Army War College, the College of Naval Warfare, the Air War College, and the Marine Corps

War College. Many DLAMP participants from the Fourth Estate have been acknowledged for their academic work while attending their PME. DISA participant, Paul Fillios' comparative book review of In Athens's Camp and the Next World War was judged the best review submitted during the 2003 Air War College seminar. A participant from the DAU, Marcia E. Richard, wrote an article entitled "A Transformation in Acquisition Training." It was published in the May/June 2003 issue of Program Manager.

- All active DLAMP participants are required to submit Individual Development Plans (IDP). IDPs enable the DLAMP staff to guide and support participants' plans and expectations. The format and guidelines for the IDP can be found on [www.cpms.osd.mil/dlamp](http://www.cpms.osd.mil/dlamp).

*For further information about DLAMP or for answers to your questions, call Carol Codori on 703/617-7177 or at [codorc@psd.whs.mil](mailto:codorc@psd.whs.mil) or Philomena Mubangu on 703/617-7230 or at [mubanp@psd.whs.mil](mailto:mubanp@psd.whs.mil).*





## It's That "Use It or Lose It" Time of Year

The current leave year ends January 10, 2004. If you, or any of your employees, have "Use or Lose" leave, now is the time to start finalizing leave plans. Any unused leave (in excess of 240 hours) will be forfeited on January 11, 2004. Members of the SES have a higher limit, 720 hours, but the same rule applies—use the leave in excess of the limit or lose it. Requests for "Use or Lose" leave should be submitted in writing (on the Office of Personnel Management [OPM] Form 71, Request for Leave or Approved Absence) before the beginning of pay period 24 (starting on November 30, 2003), for use before the end of the leave year.

### What if work or personal emergencies prevent me from taking my planned leave?

Don't worry. Section 6304 of title 5, United States Code (U.S.C.) provides that annual leave which is lost because of exigencies of the public business or because of sickness of the employee (**when annual leave was scheduled in advance**) be restored. Our internal guidance, Administrative Instruction (AI) No.67, "Leave Administration," states that circumstances giving rise to the forfeiture of unused annual leave at the end of the leave year due to an exigency of the public business should be rare. Also, annual leave forfeited because

of sickness of the employee must have been scheduled in writing as stated above.

### What is the "National Emergency by Reason of Certain Terrorist Attacks?"

On September 11, 2001, the President declared a "National Emergency by Reason of Certain Terrorist Attacks" on the World Trade Center and the Pentagon. As a result of this national emergency, OPM published interim regulations effective November 2, 2001. These regulations deemed that the unprecedented events of September 11, 2001, the efforts toward recovery, and the

continuing, immediate threat of further attacks on the United States, created a governmentwide exigency of the public business for the purpose of restoring annual leave forfeited under 5 U.S.C. §6304.

The current exigency is ongoing with no projected date of termination.

For any employee who forfeits

leave because his/her agency determined the employee's services were required during this national emergency exigency, the forfeited annual leave will be treated as though it was scheduled in advance.

### How can I request restoration of forfeited annual leave?

You must submit an application for restoration of forfeited annual leave (to your supervisor) **after** receiving your Department of Defense Civilian Leave and Earnings Statement (LES) for the pay period ending January 10, 2004. Your application should include:

- a) The number of hours being requested for restoration.
- b) The original OPM Forms(s) 71 showing:
  - the date(s) the leave was requested,
  - the period(s) during which the leave was requested to be used,
  - the amount of leave that was scheduled for use,
  - the date(s) the leave was approved/disapproved for use, and
  - the signatures of the employee and the leave approving official.

As stated above, leave must be scheduled in writing prior to November 30, 2003. This is a statutory, not an administrative requirement.
- c) A copy of the exigency statement, if applicable.
- d) A copy of the employee's LES for the last pay period of the leave year, (beginning December 28, 2003) when the leave was forfeited, and for the first pay period



*Continued on page 8*

Continued from page 7

of the subsequent leave year (January 11, 2004).

Once the supervisor has endorsed the restoration request, the entire package must be forwarded to the Component Head for approval. The supervisor must ensure the documentation includes:

- the reason for disapproval or subsequent cancellation of approved leave,
- the reason/s it couldn't be rescheduled, and
- the beginning and ending dates of the exigency.

**If my leave is restored because of the national emergency exigency, how long will I have to reschedule it?**

It depends upon whether you are a full-time or part-time employee. Full-time employees will have until the end of the leave year in progress to reschedule and use excess annual leave (416 hours or less). Two years after that date, employees are no longer subject to the national emergency exigency. The time period will be extended by one year for every 208 hours, or any portion thereof,

over the 416 hours. Part-time employees will receive a determination based on the number of restored hours as a percentage of the number of hours in their annual tour of duty.

**If I don't want my leave restored, is it possible to donate it to another employee?**

Yes. An alternative to forfeiting annual leave and requesting restoration is to donate it to an approved leave recipient under the Voluntary Leave Transfer Program. The maximum amount of "Use or Lose" annual leave that may be donated may not exceed the lesser of:

- a) one-half of the amount of annual leave the donor employee may be entitled to accrue during the leave year in which the donation is made, or
- b) the number of hours remaining in the leave year (as of the date of transfer) for which the leave donor is scheduled to work and receive pay.

*If you have questions or would like additional information about "Use or Lose" annual leave, contact Phyllis Pina at 703/588-0432 or T.J. Hobble at 703/588-0438.*



## DoD Business Essentials Program—Enters Next Phase

The Human Resource Development (HRD) division of the Personnel and Security Directorate is pleased to announce its next pilot offering of the *DoD Business Essentials Program* for WHS personnel at GS-11-13. The initial pilot, offered to summer hires this past July, was highly successful. Now, HRD is ready to test the program with mid-level personnel who have joined the WHS ranks since March 2003. The course provides insights and practical skills and tools to help employees operate at high levels within DoD. Specific learning objectives of the program include an introduction to WHS; acquisition of new skills for effective interpersonal communications; teambuilding; learning about DoD's culture, ethics, and values; career self-management; and developing a WHS network.

Supervisors interested in reserving seats for their employees in the November 3-4 program should call Terra Thomas, 703/617-7934 or Ken Miner, 703/617-7175. If more specific program information is needed, email Ms. Thomas at [thomate@psd.whs.mil](mailto:thomate@psd.whs.mil) or Mr. Miner at [minerk@psd.whs.mil](mailto:minerk@psd.whs.mil).

“  
Come to the edge, he said. They said: we are afraid.  
Come to the edge, he said. They came. He pushed them  
... and they flew.

—Guillaume Apollinaire

”



## Are Your Beneficiary Forms Up-to-Date?

Employees can have up to four (4) different beneficiary forms. These forms and where they should be submitted include the 1) SF 1152 (Unpaid Compensation) – submit to HRSC Benefits Office. 2) SF 2823 (Life Insurance) – submit to HRSC Benefits Office.\* 3) Retirement Forms: SF 3102 FERS – submit to HRSC Benefits Office; SF 2808 CSRS – submit to U.S. Office of Personnel Management (OPM). 4) TSP 3 – submit to the Thrift Savings Plan Office, New Orleans, LA. **Note:** For beneficiary forms to be valid, they must be **free** from any mistakes, e.g., erasures, items whited out, or crossed out with initials. These will invalidate a beneficiary form.

When beneficiary forms haven't been completed, benefits will be paid out in Order of Precedence 1) Widow/widower. 2) Child/children. 3) Parents. 4) Estate. 5) Next of kin under the laws of the State in which deceased was living at the time of death.

It's a good idea to update your beneficiary forms whenever you have a "life event" change, e.g., marriage, divorce, etc. If you have questions regarding any of the beneficiary forms described above, contact your Servicing Benefits Specialist.

\* An exception to the Order of Precedence is payment of the Federal Employees' Group Life Insurance proceeds. If there is a valid court order on file with the agency or OPM requiring that benefits be paid to a specific person(s), then benefits won't be paid according to the Order of Precedence.

## Security Awareness Week— October 20-23, 2003



The Pentagon Force Protection Agency will host a Security Awareness Week, October 20-23. This year's program will include a variety of presentations by public and private sector security professionals who will address today's security challenges. Also, there will be a security awareness exhibition on the Pentagon Concourse during the week.

Security Awareness Week affords organizations a perfect opportunity to conduct a "clean out day" for purposes of disposing of obsolete classified documents and materials. To make special arrangements for picking up large numbers of burn bags call 703/695-1828.

All questions related to Security Awareness Week activities should be directed to Mike Copeland at 703/697-6247 or [mcopeland@pfpa.mil](mailto:mcopeland@pfpa.mil).

## Defense Department Hosts Annual Disability Awards Ceremony

The Office of the Under Secretary of Defense for Personnel and Readiness will host this year's Department of Defense (DoD) disability awards ceremony, forum, and reception at the Hyatt Regency Hotel, Bethesda, MD. The program is scheduled for Tuesday, December 9, 2003, from 1:30 p.m. to 4:30 p.m. The ceremony recognizes the outstanding performance and accomplishments of DoD's civilian employees with disabilities.

Trophies will be awarded to the Best Military Department, Best Mid-Size Component (organizations with 30,000 or more civilian employees), and the Best Small Component (organizations with fewer than 30,000 civilian employees) for outstanding accomplishments in their 2003 affirmative action programs for individuals with disabilities. Afterwards, DoD policy officials will participate in a panel discussion of Departmental initiatives and accomplishments.

In support of the national observance to promote the employment of people with disabilities, DoD has designated October 2003 as Disability Employment Awareness Month throughout the Department. The theme for this year's observance is *America Works Best When All Americans Work*.

**Further information about the December 9 ceremony, forum, and reception will be available at <http://www.dla.mil/do/NDEAM/2003/DACindex.html>. Note: This website is currently under construction.**

[See Related Story on page 11](#)



## President's Council on Physical Fitness and Sports

The President's Council has launched a new interactive website as a motivational tool to help all Americans become active and fit. Increasingly, Americans are going to the Internet for health information, and [www.presidentschallenge.org](http://www.presidentschallenge.org) is an easy, no cost, and fun-to-use way to become active. After you log onto the website, select an age category—kids, teens, adults, or seniors—and register as an individual or as part of a group. Choose from over 100 physical activities listed and start tracking your daily efforts in a private log. Everyone can work toward a Presidential Active Lifestyle Award by participating in regular physical activity five days a week for six weeks. Adults should be active for at least 30 minutes and children for at least 60 minutes each day. Those who don't use the Internet can earn an award by filling in a paper log. Americans who are already physically active can earn a new Presidential Champions award online.

Visit [www.healthfinder.gov](http://www.healthfinder.gov) for the latest health news or any time you have a health question.

## Flexible Spending Account Program

The Flexible Spending Account (FSA) Program enables eligible employees to pay for certain health expenses with pre-tax dollars. Employees can set up a *Health Care FSA* to use for out-of-pocket expenses to include co-payments and deductibles for health care costs not covered by insurance, e.g., dental and eye-care. Also, employees can set up a *Dependent Care FSA* to pay for dependent (children and aging parents) health care expenses.

- **Open Season**—You can elect to participate in either one or both FSAs during *Open Season*—November 10 through December 8, 2003. Elections will be effective in January 2004.
- **FSA Plan Year**—January 1 through December 31, 2004.
- **Benefit Election**—It's not automatic. Employees must make an election/s each year. A benefit election is irrevocable once the plan year has begun, unless you experience a qualifying "change in status" event.
- **Use or Lose**—If an employee doesn't incur enough eligible expenses during the plan year to equal the annual amount contributed to a FSA, any balance remaining in the account will be lost, when the plan year ends.
- **Office of Personnel Management (OPM) Web Site**—For additional information about FSAs, visit OPM's website at [www.opm.gov/insure/pretax](http://www.opm.gov/insure/pretax). Or, you can access the OPM website from the HRSC web page at <http://persec.whs.mil/hrsc/benefits.html>.

Remember—OPM and the Third Party Administrator will continue to provide information to educate employees and to help them decide if the FSA Program will benefit them. The HRSC Benefits Office will distribute FSA materials as received.



## DoD's E-Mentoring Program for College Students with Disabilities

In observance of National Disability Mentoring Day and National Disability Employment Awareness Month, the Office of the Deputy Under Secretary of Defense for Equal Opportunity sponsored a kick off ceremony on October 15 to promote its E-Mentoring Program for College Students with Disabilities. The program was held in the Pentagon's Hall of Heroes on the Concourse. The keynote speaker was John D. Kemp, a lawyer and an expert on disability issues. He is a principal in the law firm of Powers, Pyles, Sutter and Verville and Chief Executive Officer of the Half of the Planet Foundation—a disability advocacy organization. Born with a disability, he uses four prostheses and is one of only a few executives in his field who has personal experience with disability.

The E-Mentoring Program was created for college students and recent graduates with disabilities who worked for the Department of Defense (DoD) this past summer. Students interested in participating in the program have been identified. Now, mentors are needed. Mentors at or above the full performance level in their occupations are being sought. Mentors will be expected to communicate with their student/s throughout the year either by email or telephone. However, at least one substantial monthly communication is required. The goal is to establish a mentor-student relationship that will help the student refine his/her career plans as well as encourage the student to give serious consideration to a career with DoD.

*If you want to become a mentor or learn more about DoD's E-Mentoring Program, contact Judy Gilliom at [judy.gilliom@osd.mil](mailto:judy.gilliom@osd.mil) or call 703/695-4972.*

[See Related Story on page 9](#)

“

*Cooperation isn't the absence of conflict but a means of managing conflict.*

—Deborah Tannen

*In the absence of certainty, instinct is all you can follow.*

—Jonathan Cainer

”

## Federal Employee Education and Assistance Fund

### FEEA Emergency Loan Program

Do you have health insurance, even if you're never sick . . .

collision

insurance,

even with a

clean driving record . . . homeowners

insurance, even though crime in your

neighborhood is low? You might

never suffer a long illness, get in a car

accident, or have your home broken

into, but it's comforting to know that

you and your family will have access

to health care and protection against

financial losses if anything bad does

happen. Part of FEEA's mission is to

provide a different type of “insur-

ance” to civilian Federal and postal

employees—the kind that provides a

safety net when unexpected situa-

tions cause financial hardships.

Hundreds of times each year, FEEA

hears from Federal workers (GS-3's to

GS-13's) who never expected to need

financial assistance. People who

never thought they'd need aid to pay

the rent or to keep the electricity on.

FEEA provides no-interest loans of up

to \$700 to provide help to pay for

basic living needs like shelter and

utilities. Most requests for assistance

are processed within a few days.

Loans are paid back a little at a time

through allotment. Best of all, FEEA

“insurance” has no premiums or

membership dues, and it's open to all

civilian Federal and postal employees.

*For more information or to obtain an application, go to [www.feea.org](http://www.feea.org) or call 1-800-323-4140.*







# THRIFT SAVINGS PLAN

October 15 – December 31, 2003

## TSP Open Season

The Thrift Savings Plan (TSP) Open Season begins October 15, 2003 and ends December 31, 2003. During Open Season, eligible employees may begin making TSP contributions or changing the amounts of their contributions. During the upcoming Open Season, employees in the Federal Employees Retirement System (FERS) may contribute up to 14% of their salary and Civil Service Retirement System (CSRS) employees may contribute up to 9%. **Note:** The total amount that any employee may contribute to the TSP each year continues to be capped by the Internal Revenue Service's elective deferral limit. **The deferral limit for 2004 is \$13,000.**

You can make a TSP Open Season election electronically at <http://persec.whs.mil/hrsc/benefits.html>. Click on *Benefits Information* and then click on *Benefits Online*. The commercial telephone number for the Washington Headquarters Services (WHS), Human Resources Services Center (HRSC), Benefits Call Center is 703/617-7382. You can call toll free at 1-877-521-1923. If needed, the TTY number is 703/617-0658. Counselors are available Monday through Friday from 7:30 a.m. to 5:00 p.m. to answer your questions. You can also make an Open Season election by completing a *TSP-1 Form* and sending it directly to the

WHS/HRSC, Room 2S12, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. Also, this form can be sent directly to your Admin Office. The *TSP-1 Form* is available from your Admin Office as well as from the TSP

website, [www.tsp.gov](http://www.tsp.gov). **Note:** All *TSP-1 Forms* must be received in the Admin Office or at the WHS/HRSC by close of business December 31, 2003 or be postmarked by that date, if mailed.

## Implemented: TSP Catch-Up Contributions for Employees 50+



The WHS/HRSC has fully implemented the "catch-up contributions" provision for TSP participants age 50 and older. "Catch-up contributions" are above the maximum amount that can otherwise be contributed to the TSP. These contributions won't count against either the statutory contribution percentage limitations (e.g., 2003, 13% for employees covered by the Federal Employee's Retirement System (FERS) and 8% for employees covered by the Civil Service Retirement System (CSRS)), or the Internal Revenue Code Elective deferral limit \$12,000 in 2003).

The maximum catch-up contributions employees age 50 or older will be able to contribute to their TSP accounts are an additional \$2,000 in 2003; \$3,000 in 2004; \$4,000 in 2005; and \$5,000 in 2006. After 2006, the \$5,000 amount will be adjusted based on the inflation rate.

You can make your election at anytime. There is no "open season"

associated with catch-up contributions. Elections will become effective the first full pay period following the receipt of the election and will be valid through the end of the tax year in which it's made. The taxable year for 2003 ends December 13, and the earliest effective date for a 2004 election will be December 14, 2003.

## How to Make Catch-Up Contributions

You can use the WHS/HRSC Benefits Call Center by calling 703/617-7382. Or, you can call toll free at 877/521-1923. If TTY is needed, call 703/617-0658. Electronic contributions can be made by using the Employee Benefits Information System (EBIS). Go to <http://persec.whs.mil/hrsc/benefits.html> and click on *Benefits Online*. You can submit a *Form TSP-1-C*, Catch-up Contribution Election, and mail it to WHS/HRSC, Benefits Administration, 5001 Eisenhower Avenue, Room 2S12, Alexandria, VA 22333-0001. The *TSP-1-C Form* is available on the TSP website, [www.tsp.gov](http://www.tsp.gov).

### Post '56 Military Deposit

## **Attention: Civilian Employees with Prior Active Military Service**

Are you a civilian employee who has active military service on or after January 1, 1957? If so, you should be aware of the rules for receiving credit for your Post '56 Military Deposit upon retirement from Federal service. If you were first employed in a position subject to the Civil Service Retirement System (CSRS) before October 1, 1982, you have two options—you can either make a deposit for this service or decide not to pay the deposit and have your CSRS annuity reduced at age 62, if you're then eligible for Social Security (SS) benefits based on your employment record. There is no reduction to your CSRS annuity at age 62 if you haven't earned SS benefits entitlement. If you were first hired in a position subject to CSRS on or after October 1, 1982, and continue to be covered under CSRS (or CSRS Offset), you can only receive retirement credit for (for any purpose) Post '56 military service if you make a military service deposit. The deposit is equal to 7% percent of the basic military pay you earned during your period of military service, plus interest. The deposit **must** be paid to your employing agency prior to separation. Without a deposit, the service will not be available for determining retirement eligibility, annuity computation, or for any other purpose.

If you're automatically covered under the Federal Employees Retirement System (FERS) as of January 1, 1987,



your Post '56 military service can only be credited to a FERS annuity. This is based on your depositing 3 percent of the basic military pay you earned during your period of military service, plus interest. If you elected FERS

coverage and have a portion of your FERS annuity computed under CSRS rules, your military service will be subject to the CSRS deposit rules and credited accordingly.

A good reason to consider making a deposit is that it allows you to receive permanent credit for military service under your Federal civilian retirement system, while keeping your military service creditable for SS purposes. Making a deposit early avoids the payment of additional accrued interest. Even if you're many years from retirement eligibility, you should explore the possibility of making a deposit. The law provides a 2-year interest free grace period on deposits for both CSRS (first employed after October 1, 1983) and FERS (first employed after January 1, 1987). The current rate of interest charged is 5.0%; however, it changes annually.

*For information about Post '56 Military Deposits, contact your Benefits Specialist in the Benefits Administration Branch.*

“

*You cannot do a kindness too soon, for you never know how soon it will be too late.*

—Ralph Waldo Emerson

*Blessed are those who can give without remembering and take without forgetting.*

—Elizabeth Bibesco

”

## P&SD's Recruitment and Outreach Goes National

The WHS/Personnel and Security Directorate (P&SD) has embarked on an aggressive recruitment and marketing campaign designed to create a pool of highly qualified, talented, and diverse applicants to meet the needs of its serviced organizations. Some of the new outreach initiatives planned include placing recruitment ads in national print media, adding a toll-free number to the Job Infoline, and purchasing new job fair displays. In addition, an ambitious career/job fair schedule has been prepared. Some of the outreach events the P&SD recruiters will be attending include a two-day (November 13 and 14) Career Expo for Persons with Disabilities in Washington, DC. The first day will be held on the campus of Gallaudet University. It will feature a seminar on how to recruit and interview people with disabilities. On November 14, there will be an employer exhibition at the new DC Convention Center. On November 18 and 20, the recruiters will travel to New Mexico (Las Cruces and Albuquerque) to participate in Public Careers Service Showcases sponsored by the Office of Personnel Management. These are targeted toward Hispanic recruitment. On February 7, the recruiters will be in Miami, FL to attend another Public Careers Service Showcase. Recently, the recruiters participated in the Congressional Black Caucus Foundation Diversity Job Fair held in Washington, DC, on September 25-26.

Presentations are scheduled at colleges and universities nationwide

to recruit for a wide range of intern and entry-level positions. Currently, P&SD is a participating member on most Employer Panels held at local military installations. These panels are conducted during Transition Assistance Programs for separating and retiring military personnel. Finally, approaches to proactively identify candidates for "hard-to-fill" positions are being initiated. For example, direct contact



is being made with trade associations and technical and trades training institutions to identify potential students and graduates whom the recruiters can meet with face-to-face. The P&SD vision is to maintain a dynamic recruitment program and marketing campaign to meet the needs of its constituents.

*To discuss these new initiatives, your recruitment needs, and outreach ideas, call Tom Davis (703/617-0612) and Nell Dittamo (703/617-5509), P&SD's Recruitment Specialists.*

## Happy Thanksgiving





## Building a Team to Build a Memorial

From initial concept to construction completion, the Pentagon Memorial Project will be a team effort to commemorate the 184 lives lost at the Pentagon on September 11, 2001. A key component of the Pentagon Memorial Project was added on August 15, 2003 when the Pentagon Renovation Program awarded the design-build contract to Centex Lee, Limited Liability Corporation, Fairfax, VA. "This is a big day for us all," said Michael Sullivan, Pentagon Renovation (PENREN) Program Manager, before introducing members of the Centex Lee team to members of the Pentagon Family Steering Committee at the ceremonial contract signing. Sullivan continued, "We're ready to move forward now. This is a team effort and will remain a team effort until the day we dedicate the memorial."

Ralph Newton, Acting Director, Washington Headquarters Services (WHS), Real Estate and Facilities (RE&F) Directorate, added his thoughts on the importance of the memorial. "It's to show the proper respect and memorialize the lives lost on that day – innocent victims of a horrendous act. As we go forward, we can take joy in the jobs that we do to bring this wonderful memorial to fruition."

The 9-member Family Steering Committee represents all 184 families of the Pentagon casualties. The committee recently established a not-for-profit organization, "The Penta-



Members of the Pentagon Memorial Team pose with the Lewis Motorsports No. 46 car with the Pentagon Memorial Logo on the hood. Pictured (l. to r.) are Abraham Scott, Christy Skirchak, Brett Eaton, NASCAR Representative Dave Goodman, Jim Laychak and Rosemary Dillard.

gon Memorial Fund, Inc.," responsible for the majority of the fundraising activities. Rosemary Dillard, Vice President of the Pentagon Memorial Fund, addressed a small group of reporters present to witness the contract signing. "To be teamed up with PENREN has been exciting," Dillard said. "They've made sure that this is a team effort. I don't want to get emotional, but I just want to tell you, America, we thank you. We know this means as much to you as it does to us."

The Pentagon Memorial Fund got a big boost from a voluntary fundraiser, held by and among Department of Defense (DoD) employees in the National Capital Region, this past summer. The three-week campaign netted approximately \$263,000. Other donations have brought the grand total collected for the design and construction of the memorial to about \$369,000. The project will

NASCAR Driver Ashton Lewis, Jr. meets with members of the Family Steering Committee. Pictured (l. to r.) are Abraham Scott, Jim Laychak, Ashton Lewis, Jr. and Rosemary Dillard



cost approximately \$11.5 million to complete.

Several groups and individuals, internal and external to DoD, have become an integral part of the Pentagon Memorial Team by volunteering their time and energies to host fundraising events. A fundraiser planned by Lieutenant Commander Martin Jolly at the Crystal City Sports Pub in Arlington, VA raised \$3,280. Jolly, who works in the Navy Operations Center at the Pentagon said, "I got involved because I felt connected to the survivors. They are our neighbors. Our neighborhood was attacked, and I needed to do something to help. This was the perfect opportunity. I knew many people from my civilian job and from various social activities who would contribute

*Continued on page 16*

*Continued from page 16*

to such a cause but only if someone made them aware and took the time to organize a collection effort." At this event, the Drug Enforcement Agency's Black and Gold Bagpipers provided an uplifting performance for friends and acquaintances who were joined by members of the Family Steering Committee and the newly selected design-build team.

NASCAR team owner, Ashton Lewis, Sr., wanted to help raise awareness about the Pentagon Memorial project. He asked the Civil Air Patrol, sponsor of the Lewis Motorsports No. 46 car, if they would donate the space on the hood for the Pentagon Memorial project logo during the Funai 250 at Richmond International Raceway on September 5, 2003. Retired Air Force Colonel Al Allenback, Executive Director for the Civil Air Patrol, immediately agreed. "The Civil Air Patrol is pleased to help on this project," said Allenback. "September 11 impacted not only the citizens of the United States, but millions of people around the world. If just one donation is made to the Pentagon Memorial Fund as a result of seeing our car on Friday night, we will feel like we have done something special."

Ashton Lewis, Jr., the driver of the car, felt especially honored to be part of such a moving project. "Years from now, people will see this memorial and remember what happened on September 11 and remember the men, women, and children who lost their lives that day," said Lewis, Jr.

Following the events of September 11, artist Rick Herter was inspired to



*Shelya White poses with her hand-painted pumpkins to benefit the Pentagon Memorial Fund.*

paint, "First Pass, Defenders Over Washington." Part of the Air Force art collection, the painting portrays Air Force Major Dean Eckmann from the North Dakota National Guard's 119<sup>th</sup> Fighter Wing as his F-16 passed over a burning Pentagon. On September 9, 2003, Harter signed limited edition prints of his painting in the Fort America store in the Pentagon. All proceeds benefited the Pentagon Memorial Fund.

Shelya White, a Federal employee of 37 years and an employee of RE&F for five months, read about the memorial project in the summer issue of *Personnel Hilites*. It was then that she decided to use her talents as a painter to support the project. White arranged with Conklyn's Florist to sell her hand-painted pumpkins on the Pentagon Concourse donating all proceeds to benefit the memorial project. "As an Arlington resident, a patriot distressed at the loss of American lives, and the mother of an Arlington County police officer who responded to the 9/11 disaster, I was

excited about the prospect of raising money for the memorial fund," White said.

The Pentagon Memorial Fund will be a part of the 2003 Combined Federal Campaign (CFC). While the Fund was established too late to be a separate charitable entity in the CFC, it will partner with *Human Care Charities of America*, page 66 of the 2003 CFC catalog. Jim Laychak, President of the Pentagon Memorial Fund, expressed excitement about the opportunity to be involved with the CFC and said that "The CFC will provide yet another opportunity for Federal employees to contribute." Also, tax-deductible donations can be made directly to the "Pentagon Memorial Fund" and sent to Pentagon Memorial Fund, P.O. Box 6285, Arlington, VA 22206-0285.

**For information about how to become an active participant in the Pentagon Memorial Project, visit <http://memorial.pentagon.mil>, or call Brett Eaton, PENREN Communications Team Leader, 703/693-8933.**

## *Use The Work Number for Everyone*

### **For Proof of Employment or Income**

If you're applying for a car loan, home mortgage, or an apartment lease, you'll need proof of employment or income. For accurate and secure verification of employment and income, *The Work Number for Everyone* (a.k.a. *The Work Number*) should be used. This verification service enables employees to quickly move forward with their loan processing, apartment leasing, or home ownership. Persons needing proof of your employment or income can access *The Work Number* anytime and anywhere by going to [www.theworknumber.com](http://www.theworknumber.com) or calling 1-800-367-5690.

To use *The Work Number* service, follow these easy steps:

#### **Need proof of employment?**

Give the person needing proof of your employment (the verifier), the following data:

- Your Social Security Number (SSN)
- The DoD Employer Code: 10365
- *The Work Number* Access Options—use the above website or telephone number

#### **Need proof of employment plus income?**

- **Step 1:** Employees must obtain a Salary Key by using *The Work Number* Access Options for Employees at the website listed above or by calling 1-800-367-2884.
- **Step 2:** Select—To obtain a Salary Key.
- **Step 3:** When prompted, enter the following data:
  - DoD Employer Code: 10365
  - Your SSN



- Your PIN—your two-digit month and two-digit year of birth, i.e. 0647 for June 1947. You can change your PIN via the Internet.
- **Step 4:** Give the person needing proof of your employment plus income (the verifier), the

following data:

- Your SSN
- DoD Employer Code: 10365
- Your Salary Key (obtained at Step 3)
- *The Work Number* Access Options for Verifiers—[www.theworknumber.com](http://www.theworknumber.com) or 1-800-367-5690.

*If you need help with this process, call The Work Number Client Service Center, Monday through Friday, 7:00 a.m. - 8:00 p.m. (Central Standard Time), at 1-800-996-7566 or at 1-800-424-0253 (if TTY required).*

### **Hurricane Isabel Fund Announced by FEEA**

The Federal Employee Education and Assistance (FEEA) Fund has created the Hurricane Isabel Fund to aid Federal employees (from North Carolina to New England) who were affected by the storm's flooding, high winds, and torrential rains. Civilian Federal and



postal employees who experienced loss from this disaster can download an assistance application from the FEEA website or call to receive information about grants and no-interest loans to help with temporary shelter, clean-up, rebuilding, and other expenses. FEEA is a private, nonprofit 501(c)(3) agency, primarily funded through Federal employee contributions to the annual Combined Federal Campaign and donations to special relief funds. Since 1986, FEEA has provided over \$2.7 million in financial assistance to Federal families who have experienced natural disasters (floods, fires and hurricanes) and unforeseen personal emergencies such as illness or death in the family. FEEA has also provided more than \$3.5 million in scholarships to civilian Federal employees and their dependents. Donations to the Hurricane Isabel Fund may be made by check or credit card. For more information about FEEA and how it can help you, go to [www.feea.org](http://www.feea.org) or call 303/933-7580 or 1-800-323-4140.



## RESUMIX

# Corner

### WEB TOOLS

#### Edit Resume

One of the most frequently used features on the web page (<http://persec.whs.mil/hrsc/index.html>) is the **Edit Resume** tool. This feature allows you to access your resume in the RESUMIX database and review, edit, update, and print it. The **Edit Resume** feature is just one option to use for updating your resume. Other methods are described in the HRSC Job Kit which can be obtained by calling the HRSC FAXBACK line at 703/617-0652 or the HRSC Employment Call Center at 703/617-7434 or 703/617-0647 (TTY). The HRSC Job Kit can be accessed on the web page.

#### Check Receipt

This feature was developed to assist you in finding out if your self-nomination was received for a vacant position, advertised by the HRSC. This tool can also be used to check on the status of a position, for which you've applied, i.e., is the announcement still open, has the selection certificate been issued, or has the position been filled.

**Reminder:** To use the web tools described above, you'll need to establish a PIN. Just follow the instructions on the **Edit Resume** or **Check Receipt** pages.

### UPDATE

The HRSC is now sending out electronic messages to notify applicants

when their resumes have been received and processed into the RESUMIX database.

### FAQs

The following frequently asked questions are provided to assist you with the application process:

**Q: How do I find the "Self-Nomination Certificate" on the HRSC web page?**

A: Go to the HRSC Job Opportunity Announcement Listing at <https://storm.psd.whs.mil/cgi-bin/apply.pl>. Once you pull up this page, click on the vacancy you're interested in applying for and click on "Apply for this Job Online." This appears at the top of the vacancy announcement. This will take you to the web page where you can select the "self-nominate" option.

**Q: How do I submit my resume if I don't have access to the Internet?**

A: If you don't have Internet access, you can mail your resume to the HRSC:

Resume  
Washington Headquarters Services  
Human Resource Services Center  
5001 Eisenhower Avenue, Room 2E22  
Alexandria, VA 22333-0001

Additional information about how to apply for a job, the resume format, and what to submit is contained in the HRSC Job Kit.

**Q: How can I get copies of vacancy announcements?**

A: Copies of vacancy announce-

ments are available on the website at <http://persec.whs.mil/hrsc/index.html>. Or, you can call the FAXBACK line at 703/617-0652.

**Q: I can't get into the Resume Builder/Edit Resume on your web page. Help!**

A: If you're trying to access these functions from your office, your organization may have a "firewall" in place for security reasons that will preclude your accessing the site. Generally, users have no trouble accessing these functions from their home computers; however, if you still experience trouble, call the HRSC Call Center at 703/617-7434.

**Q: What's the best method to use for submitting my resume?**

A: The best method to use is **Resume Writer** on the web page. You'll receive an electronic notification verifying that your resume has been received by the HRSC and that information from your resume is automatically being downloaded directly into the database in the correct format.

**Q: I'm claiming 5-point Veterans' Preference. Do I need to submit my DD-214 along with my resume?**

A: No. But, make sure that you answer all the supplemental questions pertaining to Veterans' Preference when you submit your resume. (See Resume Format, Supplemental Information, in the HRSC Job Kit.) Applicants claiming a 10-point

*Continued on page 19*

Continued from page 18

Veterans' Preference **must** submit a DD-214 (Member-4 Copy) along with a SF-15 Form and the required supporting documentation listed on the reverse side of this form.

**Q: What do I do if I forget my PIN?**

A: You can send an email message to the Web Master at [webmaster@hrsc.osd.mil](mailto:webmaster@hrsc.osd.mil). Click on the hotlink on the web page; or you can call the HRSC Call Center at 703/617-7434 or 703/617-0647 (TTY).

For information about RESUMIX, contact Paula Hartzoge, RESUMIX Program Manager, WHS/Personnel and Security Directorate, 703/617-7109 or at [hartzp@psd.whs.mil](mailto:hartzp@psd.whs.mil).

### Something to Think About...

#### A Few Less Famous Proverbs

- ☺ Change is inevitable, except from a vending machine.
- ☺ Honk if you love peace and quiet.
- ☺ Seen it all, done it all, can't remember most of it!
- ☺ The 50-50-90 rule: any-time you have a 50-50 chance of getting something right, there's a 90 percent probability you'll get it wrong.
- ☺ You can't have everything—where would you put it?



## Resume Preparation Briefings

Monthly briefings are scheduled to help applicants write their resumes for an electronic application system. Briefing topics include the process of applying on-line using the HRSC Resume Writer; how to verify if your resume or self-nomination has been processed; and other information available on the web page regarding the electronic application process.

**What:** Remaining 2003 Resume Briefing dates are October 29, November 25, and December 18

**When:** 1:00 – 2:30 p.m.

**Who:** Open to all employees serviced by the HRSC and members of the military

**Where:** OSD Conference Center, 1E801, Briefing Room 1, the Pentagon

No reservations are required, but seating is limited to the first 40 people. Each session will begin and end promptly at the designated times. Food and beverages are not permitted in any of the OSD Conference Center briefing rooms.

For additional information, contact Avis Wilkins, HR Specialist, WHS/Personnel and Security Directorate, 703/617-0609 or at [wilkia@psd.whs.mil](mailto:wilkia@psd.whs.mil).



## myPay—Improves Payroll Service

Two million military and civilians are taking advantage of myPay launched by the Defense Finance and Accounting Service (DFAS) in March 2000. This online service lets members of America's military (active and reserve), Department of Defense civilian employees, retirees, and annuitants manage their pay information securely and conveniently from anywhere, at anytime. This self-service tool, lets DFAS customers change their own pay account information online in a secure electronic environment at <https://mypay.dfas.mil>. This online service uses interactive internet/web based technologies and voice response.

myPay puts people in control of their pay accounts. It eliminates the traditional way of processing pay documents, reduces the number of errors, and increases civilian employees and military service members confidence in their pay information. myPay promises significant savings by reducing the costs associated with off-line support and eliminating the expenses associated with printing and mailing pay forms and documents. The Defense agencies and military departments stand to save up to \$6 million annually by not having to print and mail Leave and Earnings Statements.

Some key features of myPay available to civilian employees include

- Change Federal and state tax withholding
- Manage allotments
- Update bank account and electronic funds transfer
- Edit personal and address information
- Purchase U.S. Savings bonds
- Receive travel voucher advice of payment

*For more information about myPay and to begin using it, simply log onto <https://mypay.dfas.mil> and follow the instructions.*

## OSD Announces Its 26<sup>th</sup> PMI Class!

The OSD Presidential Management Intern (PMI) Program is 26 years old and still growing! The PMI Program is a two-year paid internship designed to attract to the Federal service outstanding individuals who have an interest in, and commitment to, a career in the analysis and management of public policies and programs. Applicants have advanced degrees in a wide variety of academic disciplines. OSD has been a supporter of this program since its inception in 1977.

The OSD PMI Class of 2003 includes **Cara Abercrombie**, Master of Public Affairs, International Relations, Princeton University; **Brian Arakelian**, Master of Arts in Security Policy Studies, George Washington University; **Seth Bleisweis**, Master of Science in Economics, The London School of Economics; **Erin Eizenstat**, Master in Public Administration, John F. Kennedy School of Government, Harvard University; **Bailey Hand**, Master of Science in Foreign Service, Georgetown University; **Jana Kay**, Master in Public Policy, John F. Kennedy School of Government, Harvard University; **Vikram Singh**, Master of International Affairs, International Security Policy, Columbia University.

Most of the PMIs in the Class of 2003 are already on board. They are busily scheduling courtesy calls throughout OSD to learn about the organization and identify potential rotational opportunities. Thanks to everyone who has taken time to brief and advise them.

*If your organization has a rotational opportunity suited for a PMI, contact Melinda Gillis, PMI Program Coordinator on 703/617-7941 or at [gillim@psd.whs.mil](mailto:gillim@psd.whs.mil). Information about the program and the application process can be found at [www.pmi.opm.gov](http://www.pmi.opm.gov).*

- View/print/save tax statements—W-2 and 1099